

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 11/20/2006	NUMBER 01.01.101
SUBJECT DEPARTMENT ORGANIZATION AND RESPONSIBILITY		SUPERSEDES 01.01.101 (10/01/01); PD 01.01.120 (08/09/93)	
		AUTHORITY MCL 18.1483-1487; 791.201 - 205; 791.221; 791.231; 791.231a; 791.261 - 263; 791.271; 791.302; 791.251, et seq.; 791.401, et seq.; 798.11, et seq.; 800.321, et seq.; Administrative Rule 791.2205	
		ACA STANDARDS 2-CO-1A-08; 2-CO-1A-13; 2-CO-1B-01; 2CO-1F-04; 2-CO-1F-08; 2-CO-2A-01; 2-CO-2A-02; 2-CO-2B-01; 3-3002; 3-3003; 3-3011; 4-4006; 4-4028; 4-4035; 1-ABC-1A-01; 1-ABC-1A-06; 1-ACRS-1B-01; 3-ACRS-1A-06; 4-ACRS-7D-03; 4-ACRS-7D-35	
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## POLICY STATEMENT:

The Department's organizational structure, authority, and administrative responsibility is as set forth in this policy directive.

## POLICY:

### DIRECTOR'S OFFICE

- A. The Director is the chief administrative officer of the Department and thus is responsible for the overall operation of the Department. The Director may appoint special assistants to oversee specialized areas within the Department.
- B. The Office of Risk Management is within the Director's Office. The Office is headed by a Deputy Director, who reports directly to the Director. The Office is responsible for identifying, assessing, and managing risk within the Department. This includes conducting risk assessments of policies, procedures, activities, and related processes within the Department, following the risk assessment methodology set forth in the Department of Management and Budget's General Framework document for evaluating internal controls as set forth by MCL 18.1483 - 18.1489. The Office also is responsible for developing strategies for change and practical solutions to manage risk within the Department.
- C. The Director's Office also includes the following:
  1. The Office of Public Information and Communications, which is supervised by an Administrator. The Administrator serves as the Department's chief spokesperson with the news media. The Office is responsible for coordinating the Department's contacts with the news media, including the types of information to be released. The Office also is responsible for providing information about Department activities to the general public.
  2. The Legislative Affairs Section, which is supervised by the Director's Administrative Assistant. The Section is responsible for coordinating the Department's legislative liaison activities.

### CORRECTIONAL FACILITIES ADMINISTRATION (CFA)

- D. CFA is headed by a Deputy Director, who reports to the Director. The CFA Deputy Director is responsible for the operation of all correctional institutions, including camps, operated by the Department.
- E. The CFA Deputy Director supervises the following:

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1. Regional Prison Administrators, who are responsible for oversight of CFA institutions within geographic regions as determined by the CFA Deputy Director.
  - a. Each CFA institution is administered by a Warden, who reports to a Regional Prison Administrator. The Warden is responsible for the overall operation of the institution.
2. The Bureau of Health Care Services (BHCS), which is supervised by an Administrator. The Bureau is responsible for the coordination of health care services for prisoners in Department correctional facilities. It also administers the contract with the Department of Community Health for the treatment of seriously mentally ill prisoners and all other health care contracts. The Department's Chief Medical Officer is administratively housed in BHCS but reports to the Director for medical policy purposes.
3. The Operations Division, which is supervised by an Administrator. The Division is responsible for providing programming support to CFA institutions. The Administrator supervises the following:
  - a. The Central Records Section, which is supervised by the Records Administrator. The Section is responsible for the coordination and oversight of the prisoner time computation process, including auditing facility timekeeping processes and criminal history inquiries on the Law Enforcement Information Network (LEIN). The Section also is responsible for the maintenance of prisoner Central Office files, detainer processing, prisoner record retention, implementation of the Sex Offenders Registration Act, and sentencing interpretation. The Records Administrator provides technical assistance to the Department's Records Office Supervisors in these areas.
  - b. The Food Service Section, which is responsible for coordinating dietary programs and food service sanitation in compliance with federal, state and local regulations and standards.
  - c. The Transfer and Classification Section, which is responsible for coordinating prisoner transfers pursuant to PD 05.01.140 "Prisoner Placement and Transfer". The Manager of the Transfer and Classification Section serves as the Emergency Services Manager; in that capacity, s/he acts as the Department's Emergency Management Coordinator, Emergency Response Team Coordinator, and Honor Guard Coordinator, and supervises the Radio Communications Unit.
  - d. The American Correctional Association (ACA) Coordinator, who oversees the ACA accreditation process and provides technical assistance to staff in this area.
  - e. The Special Activities Coordinator, who is responsible for coordinating religious services and chaplaincy, the outreach volunteer program, library services, leisure time activities, and hobbycraft programs, and provides technical assistance to staff in these areas.
4. The Office of Prisoner Education and Training, which is supervised by an Administrator. The Office is responsible for the management and coordination of offender education and programming activities. The Administrator supervises the following:
  - a. The Educational Services Section, which is responsible for coordinating educational programming for prisoners.
  - b. Michigan State Industries (MSI), which is responsible for the overall control, management, and supervision of prison industry programs.
  - c. The Prison Build Program, which is responsible for the training of prisoners in the

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building and horticulture trades and, though prisoner labor, providing housing and related products for low-income families with the assistance of local units of government and nonprofit organizations.

5. The Security Threat Groups Coordinator, who is responsible for the tracking and monitoring of security threat groups as set forth in PD 04.04.113 "Security Threat Groups".

#### FIELD OPERATIONS ADMINISTRATION (FOA)

- F. FOA is headed by a Deputy Director, who reports to the Director. FOA Deputy Director is responsible for the management and operation of all facilities, services, and programs in FOA and for providing investigative support, information, and sentencing recommendations to the courts in criminal cases.
- G. The FOA Deputy Director supervises the following:
  1. The Parole Board, which is comprised of ten members appointed by the Director, one of whom is designated as the Chairperson. The Chairperson reports to the FOA Deputy Director and is responsible for the management and operation of the Parole Board. The Parole Board is responsible for all parole decisions, including establishing the terms and conditions of parole and parole revocation, and the processing of cases for reprieve, commutation, and pardon.
  2. The Office of the Parole Board, which is responsible for providing administrative and support services to the Parole Board. The Office includes the following:
    - a. The Crime Victim Services Section, which is responsible for operation of the crime victim notification process pursuant to the William Van Regenmorter Crime Victim Notification Act (MCL 780.751 et seq.).
    - b. The Parole Release Section, which provides investigative support and information to the Parole Board in the processing of prisoners for parole and enforcement of conditions of parole.
    - c. The Lifer, Litigation, and Violation Section, which provides administrative support to the Parole Board in the lifer consideration process, coordinates litigation activities against the Parole Board, and provides investigative support and information to the Parole Board in the parole revocation process.
  3. Regional Administrators, who are responsible for oversight of field operations for parole, probation, and Community Residential Program (CRP) in geographic regions as determined by the FOA Deputy Director. Regional Administrators are responsible for operations within their respective regions, including budget planning and management, new program implementation, and administration of adult felony probation services, parole supervision, CRP operation, technical rule violation centers, and absconder recovery units. Regional Administrators are responsible for all staff assigned to their respective regions, and for enforcement of applicable Department policies and procedures in their respective regions.
    - a. Each geographic area within FOA is supervised by an Area Manager. Area Managers are assigned areas of responsibility by the Regional Administrator with the concurrence of the FOA Deputy Director.
  4. The Office of Field Programs (OFP), which is supervised by an Administrator. The Administrator acts as warden for purposes of determining eligibility for and transfer of prisoners to and from CRP and for granting and forfeiting good time and disciplinary credits. The Office is responsible for implementing the interstate compact for parolees and probationers, oversight of CRP, and the electronic monitoring of probationers and parolees.

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## OPERATIONS SUPPORT ADMINISTRATION (OSA)

- H. OSA is headed by an Administrator, who reports to the Director. The OSA Administrator is responsible for oversight of all Central Office staff support functions and for providing internal organizational support to the Department's operational units.
- I. The OSA Administrator supervises the following:
  - 1. The Bureau of Human Resources (BHR), which is supervised by an Administrator. The Bureau is responsible for the implementation and oversight of personnel policies and programs including classification, disability management, workers' compensation claims, labor relations, discipline, recruitment, training, and all Central Office personnel functions. The Bureau acts as the Department's liaison to the Department of Civil Service and the Office of the State Employer and provides technical assistance and direction on all employee issues. Within BHR are the following:
    - a. The Office of Equal Employment Opportunity and Recruitment, which is supervised by an Administrator. The Office is responsible for coordinating the Department's compliance with the Americans with Disabilities Act, distributing and monitoring compliance with the Department's Equal Employment Opportunity (EEO) Plan, investigating discriminatory harassment and EEO complaints, and the recruitment of new employees. It also serves as the Department's liaison with the Department of Civil Service for EEO issues.
    - b. The Office of Personnel Services, which is supervised by an Administrator. The Office is responsible for all Department personnel functions, including labor relations.
    - c. The Office of New Employee Training and Professional Development, which is supervised by an Administrator. The Office is responsible for coordinating all new employee and in-service training for staff, including leadership training. The Administrator also supervises the Ordnance Unit.
  - 2. The Bureau of Fiscal Management, which is supervised by an Administrator. The Bureau is responsible for coordinating the budget development process, financial management, and contract management for the Department. The Bureau monitors the fiscal operations of the Department to ensure compliance with policy, the Department of Management and Budget's Administrative Guide for State Government, and with generally accepted accounting principles. This Bureau also is responsible for purchasing for Central Office. The Administrator reports to the Director on substantive fiscal issues. Within the Bureau of Fiscal Management are the following:
    - a. The Budget Division, which is supervised by a Manager. The Division is responsible for developing the Department's annual budget request to the Governor's Office and the Legislature, including meeting with the State Budget Office and the legislature. The Division also is responsible for developing annual spending plans for the Department.
    - b. The Finance Division, which is supervised by a Manager. The Division is responsible for revenue and expenditure projections, legislative and administrative transfers, procurement functions, contract management, and depositing and accounting for fees collected from parolees and probationers. This Division also is responsible for processing payment for all goods received and services incurred by Central Office.
    - c. The Physical Plant Division, which is supervised by a Manager. The Division is responsible for development of new construction, remodeling, and major maintenance projects and Department fire safety standards and environmental affairs. The Division also ensures Department facilities meet applicable federal, state, and local sanitation,

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safety, and health codes.

3. The Office of Legal Affairs, which is supervised by an Administrator. The Administrator is responsible for the coordination of Department communications with the Department of Attorney General regarding legal issues that affect the Department. The Administrator also serves as the Department's Hearings Administrator for formal administrative hearings conducted pursuant to the Hearings Division Statute (MCL 791.251, et seq.). The Administrator reports to the Director on substantive legal and policy issues. Within the Office of Legal Affairs are the following:
  - a. The Internal Audit Division. The Division is responsible for all Department internal auditing, evaluating the Department's internal accounting and administrative control system as required by MCL 18.1483 – 1489, and coordinating the Department's activities with the Office of Auditor General. The Internal Audit Division is headed by an Administrator, who reports to the Director for audit responsibilities.
  - b. The Freedom of Information Act Section, which is responsible for coordinating the Department's compliance with the Freedom of Information Act (MCL 15.231, et seq.).
  - c. The Grievance and Appeals Section. The Section is responsible for review of appeals from all formal administrative hearings and coordinating investigations and decisions of prisoner grievances at the third step. The Section is also responsible for coordinating prisoner property reimbursement with the State Administrative Board.
  - d. The Litigation Section, which is responsible for coordinating the litigation activities against the Department or its employees with the Department of Attorney General. The Section also is responsible for coordinating the Department's compliance with court orders issued in litigation against the Department or its employees, including consent decrees and settlements.
  - e. The Policy and Rules Development Section, which is responsible for development of the Department's administrative rules, Director's Office Memoranda, and policy directives. It also is responsible for maintaining the documentation system for the Department's administrative rules, Director's Office Memoranda, policy directives, and operating procedures issued by the Director.
4. The Internal Affairs Division, which is headed by an Administrator. The Division is responsible for conducting or directing the investigation of allegations of felonious conduct by staff and other allegations against staff as determined by the Director.

#### PLANNING AND COMMUNITY DEVELOPMENT ADMINISTRATION (PCDA)

- J. PCDA is headed by a Deputy Director, who reports to the Director. The PCDA Deputy Director is responsible for planning and developing initiatives within the Department and local communities while implementing the Department's Five Year Plan for controlling prison growth, including the Michigan Prisoner Reentry Initiative.
- K. The PCDA Deputy Director supervises the following:
  1. The Office of Research and Planning, which is supervised by an Administrator. The Office provides corrections research including statistical analyses, legislative impact studies, program evaluation, validation reports, and prisoner population projections. In addition, staff respond to requests for data on offenders and prepare short-term analyses and program reviews.
    - a. The Automated Data Systems Section is within the Office of Research and Planning. The Section is responsible for all aspects of the automated data processing and

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computerized information systems, including establishing Department standards and management of usercode and password maintenance.

2. The Office of Offender Reentry, which is supervised by a Manager. The Office is responsible for coordinating the implementation of the Michigan Prisoner Reentry Initiative with Department staff, community agencies, and the public.
3. The Office of Community Corrections, which is supervised by an Administrator. The Office is responsible for implementation of the Community Corrections Act (MCL 791.401, et seq.) and implementation of substance abuse services and contracts for the Department. Included in the Office are the following:
  - a. The County Jail Services Section. The Section is responsible for inspecting and auditing county jails for compliance with state law and administrative rules and reviewing and providing technical assistance and consultation services to the jails. The Section also is responsible for reviewing and approving all requests from county jails for reimbursement under the Department's Jail Reimbursement Program for the cost of housing offenders diverted to jail.
  - b. The Substance Abuse Programs Section. The Section is responsible for overall planning, monitoring and evaluation of prisoner substance abuse programming, including substance abuse testing.

#### OPERATING PROCEDURES

- L. Operating procedures are not required for this policy directive.

#### AUDIT ELEMENTS

- M. There are no audit elements for this policy directive.

PLC/OLA/11-06-06